

# Cunningham Township

## How to File a Request for Information under the Freedom of Information Act (FOIA)

FOIA Officer – Danielle Chynoweth  
Cunningham Township Supervisor

Cunningham Township  
205 W. Green  
Urbana, IL 61801  
Phone (217) 384-4144  
Fax (217) 367-7063

E-mail: [Supervisor@cunninghamtownship.org](mailto:Supervisor@cunninghamtownship.org)

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## **How to Obtain Information**

Please make your request for records in writing. Cunningham Township does not require the completion of a standard form for this purpose; however, you may use the sample form included in this packet. You may submit your written request by mail, facsimile, or e-mail. **Please direct your request to:**

**FOIA Officer(s) – Danielle Chynoweth  
Cunningham Township Supervisor’s Office  
205 W. Green Street  
Urbana, IL 61801  
(217) 384-4144 phone  
(217) 367-7063 fax  
Email: Supervisor@cunninghamtownship.org**

Please be as specific as possible when describing the records you are seeking. Remember, the Freedom of Information Act is designed to allow you to inspect or receive copies of records. It is not designed to require a public body to answer questions.

Please tell us whether you would like copies of the requested records, or whether you wish to examine the records in person. You have the right to either option.

There is no fee for up to 50 pages of standard paper copies. For pages beyond 50, there is a 15 cent per page charge.

You are permitted to ask for a waiver of copying fees. To do so, please include the following statement (or a similar statement) in your written FOIA request: “I request a waiver of all fees associated with this request.” In addition you must include a specific explanation as to why your request for information is in the public interest - not simply your personal interest - and merits a fee waiver.

Please include your name, preferred telephone number(s), mailing address, and if you wish, your electronic mail address.

Cunningham Township shall either comply with or deny a request for public records **within five (5) business days** (day 1 is the day after the request is received) after receipt of the request, unless the time for response is properly extended for not more than five (5) business days from the original due date for any of the following reasons:

1. The requested records are stored in whole or in part at other locations than the office having charge of the requested records;
2. The request requires the collection of a substantial number of specified records;

3. The request is couched in categorical terms and requires an extensive search for the records responsive to it;
4. The requested records have not been located in the course of routine search and additional efforts are being made to locate them;
5. The requested records require examination and evaluation by personnel having the necessary competence and discretion to determine if they are exempt from disclosure under Section 7 of the Freedom of Information Act or should be revealed only with the appropriate deletions;
6. The request for records cannot be complied with by the public body within the time limits prescribed without unduly burdening or interfering with the operations of the public body;
7. There is a need for consultation, which shall be conducted with all practicable speed, with another public body or among two or more components of a public body having a substantial interest in the determination or in the subject matter of the request.

If Cunningham Township does not respond to a request within 5 business days, then that inaction is considered a denial of your request. If that occurs, you can either file a Request for Review with the Attorney General's Public Access Counselor, or file a case in court.

If Cunningham Township denies a FOIA request, the denial must be in writing and reference a specific legal reason under FOIA to justify the non-disclosure. Cunningham Township has the burden of proving by clear and convincing evidence that the information is exempt from disclosure. The denial must also inform the requestor of the right to seek review of the issue by the Public Access Counselor in the Attorney General's office, with the Public Access Counselor's contact information, as well as the right to seek judicial review by filing a court case. The Request for Review must be submitted within 60 calendar days after the date of the final denial from Cunningham Township (or the date upon which the response was due).

To submit a Request for Review by the U.S. Mail., please send the request to:

Sarah Pratt  
Public Access Counselor  
Public Access Bureau  
Office of the Attorney General  
500 S. 2<sup>nd</sup> Street  
Springfield, IL 62706

To submit a Request for Review by electronic mail, please e-mail the request to Sarah Pratt, Public Access Counselor, at [publicaccess@atg.state.il.us](mailto:publicaccess@atg.state.il.us).

## General Information

The Town of Cunningham (also called Cunningham Township) is in Champaign County and organized under the constitution and laws of the State of Illinois for the purposes of providing general assistance to the poor and of determining the assessed valuation of real property.

The Town of Cunningham is coterminous with the City of Urbana. Its population is 41,518 (according to <http://urbanaininois.us/>).

Voters residing in The Town of Cunningham elect a Township Supervisor and a Township Assessor for four year terms concurrently with the city election for Mayor. The elected City Clerk of the City of Urbana is also the Town Clerk of the Town of Cunningham, and the City Council of the City of Urbana also serves as the Board of Town Trustees. The Mayor of the City of Urbana is the chair of the Township Board, but does not have voting rights.

The Township Board adopts on an annual basis a Budget and Appropriation Ordinance for the fiscal year which runs from July 01 - June 30 every year.

The office of the Township Supervisor is located at 205 W. Green St., Urbana and the office of the Township Assessor is located at 205 1/2 W. Green St., Urbana; the Town Clerk is located at 400 S. Vine St., Urbana.

Township employees are listed in this document under "Cunningham Township Office Directory", indicating their positions. Cunningham Township contracts with the City of Urbana for janitorial, maintenance and check printing services. The City of Urbana maintains the township parking lot.

The Township Board meets regularly at 7:00pm on the first Monday of each month in the Urbana City Council Chambers, 400 S. Vine Street. The Township Board meets as the Budget Committee, when needed, on the fourth Monday of the month, also at the City of Urbana Council Chambers. Meetings are televised live on the local cable access channel, channel 6.

Records are kept in the office of the **Township Supervisor**, the **Township Assessor** and the **Town Clerk**. The Assessor has records relating to the assessed valuation of real property within the Township. The Supervisor has administrative, financial and general assistance case files. The Town Clerk has records of Town Board actions and related materials. However, all requests should be submitted to the FOIA Officer, Danielle Chynoweth.

Cunningham Township records are available immediately on-line at:

<http://urbanaininois.us/boards/cunningham-township-board>

Archive Agendas and Minutes for Town Board Meetings  
Upcoming Meetings for the Town Board  
Recent Meetings of the Town Board  
Video of Town Board Meetings  
Town Board Trustee Contact Information  
Links to Ordinances, Resolutions, and Financial Reports

Cunningham Township Property Assessment Information listed by parcel number and/or street name: [www.co.champaign.il.us](http://www.co.champaign.il.us)

Other information regarding township duties and regulations:

Township Code (60 ILCS 1)  
Property Tax Code (35 ILCS 200)  
Illinois Public Aid Code (305 ILCS 5)  
[lga.gov/legislation](http://lga.gov/legislation)

Records Located in the Office of the Supervisor

Accounting Records, Bank Statements & Payroll Records and Related Reports  
Audits/Financial Statements  
Town Tax Levy Ordinances & Budget and Appropriation Ordinances  
Certificates of Publications (Newspaper)  
Consolidated Social Service Funding Applications & Agreements  
Workfare Agreements  
Employee Benefit Information  
Employee Job Descriptions  
Employee Personnel Files  
General Assistance Case Files  
General Assistance Handbook  
General Assistance Downstate DHS Manual  
Township Officials of Illinois Risk Management Association Insurance Coverage  
Transfers of Appropriations  
Equipment and Supply Purchase Information  
Oaths

## Records Located in the Office of the Assessor

- Appraisals
- Assessor's Field Book
- Copies of Building Permits
- Computer Assessment Records
- Files on Board of Review Appeals and Decisions
- Files on Property Tax Appeal Board Appeals and Decisions
- Files on Property Tax Exemptions
- Instructions from Supervisor of Assessments
- Manuals and Publications
- Permanent Index Number Maps
- Property Record Cards
- Real Estate Transfer Declarations
- Records of Exempt Property
- Street Address Files

## Records Located in the Office of the Town Clerk

- Town Board Agendas
- Town Board Approved Minutes
- Public Hearing Notices and Minutes
- Resolutions
- Ordinances
- Township Budget and Appropriation Ordinance
- Township Audit
- Annual Town Meeting Documentation
- Election Records
- Oaths

**Cunningham Township**  
**Freedom of Information Act Request**

*\*\*Note to Requestor: This form is designed to provide you with helpful guidance on how to submit a FOIA Request to Cunningham Township. You do not need to use this form. You may submit a FOIA request in any written format that you choose. \*\**

Submit Request to: FOIA Officer – Danielle Chynoweth  
Cunningham Township Supervisor  
Cunningham Township Offices  
205 W. Green Street  
Urbana, IL 61801  
Phone (217) 384-4144  
Fax (217) 367-7063  
E-mail: supervisor@cunninghamtownship.org

Date Requested: \_\_\_\_\_

Request Submitted by: E-mail \_\_\_\_\_ U.S. Mail \_\_\_\_\_ Fax \_\_\_\_\_ In-Person \_\_\_\_\_

Name of Requestor: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone (Optional) \_\_\_\_\_ Fax (Optional) \_\_\_\_\_

E-mail (Optional) \_\_\_\_\_

Records Requested: *Provide as much specific detail as possible to help identify the information that you are seeking. Additional pages may be attached, if necessary.*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you want to receive copies of the documents? YES \_\_\_\_\_ NO \_\_\_\_\_

Do you want Electronic Copies or Paper Copies? \_\_\_\_\_

If you want Electronic Copies, in what format? \_\_\_\_\_

Is this a request for a Commercial Purpose? YES \_\_\_\_\_ NO \_\_\_\_\_

*(It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the public body. 5 ILCS 140.3.1(c)).*

Are you requesting a fee waiver? YES \_\_\_\_\_ NO \_\_\_\_\_

*(If you are requesting that the public body waive any fees for copying the documents, you must attach a statement of the purpose of the request, and whether the principal purpose of the request is to access or disseminate information regarding the health, safety and welfare or legal rights of the general public. 5 ILCS 140/6(c)).*